

★ ★ ★

**District of Columbia Government
Office of the Chief Financial Officer
Office of Tax and Revenue**

Date: _____

941 North Capitol Street, N.E.
Washington, D.C. 20002
(202) 727-4TAX

REQUEST FOR CERTIFIED COPY

FEE: (Payable to D.C. Treasurer) Last three(3) years: **\$5.00 each** (Ready within 5-7 working days)
More than three(3) years: **\$6.00 each** (Ready within 30-45 working days)

NOTE: All 1988 and prior years returns have been destroyed. If return was filed, you will receive a letter of acknowledgement within 5 to 7 working days. Please note on envelope **"Request for Certified Copy"**.

☐ *To Be Mailed*

☐ *For Pick-Up at Customer Service Center*

INDIVIDUAL INCOME TAX RETURNS:

Tax Period(s): _____

Name(s) as shown on Return(s)

(1) _____ (2) _____
Last First Middle Last First Middle

Social Security Number: (1) _____ - _____ - _____ (2) _____ - _____ - _____

Current Address: _____

Approximate date return was filed: _____

Signature: _____ **Daytime Phone Number: ()** _____

BUSINESS TAX:

Fees and Applications

- ☐ **FRANCHISE TAX RETURN** (☐ D-20 or ☐ D-30)
- ☐ **HOTEL OCCUPANCY TAX RETURN**
- ☐ **SALES TAX RETURN**
- ☐ **WITHHOLDING TAX RETURN**
- ☐ **PERSONAL PROPERTY**
- ☐ **OTHER, Please specify** _____

Tax Period(s): _____

Name of Business: _____

D.C. Business Tax Number: _____

Approximate Date Filed: _____

Signature/Title: _____ **Daytime Phone Number: ()** _____

Official Use

Type of I.D. _____

Transaction(s)# _____

Verified by: _____

Payment by: ☐ **Check**
☐ **Money Order**